



COMMUNITY DEVELOPMENT DEPARTMENT

Planning, Zoning and Building Safety

1415 Melody Lane, Bisbee, Arizona 85603

(520) 432-9240

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LOT DEVELOPMENT ADMINISTRATIVE MODIFICATION FORM

A. Purpose

Section 1715 of the Cochise County Zoning Regulations (Lot Development Administrative Modifications), allows for minor modifications to some site development standards. The purpose of this process is as follows:

- ✓ To allow flexibility in how some of the site development standards are applied to individual lots, but not to larger developments such as subdivisions;
- ✓ To minimize procedural delays and ensure due process in the review of unique and exceptional development situations;
- ✓ To provide administrative relief from zoning requirements that do not affect adjacent properties and the nearby area; and
- ✓ To encourage originality, flexibility and innovation in site planning and architectural design.

B. Eligible Lot Development Standards

The following site development standards may be eligible for a reduction of up to 20 percent: minimum setbacks, maximum site coverage, maximum building/structure height and minimum required parking spaces. The minimum site area may be reduced as follows:

- ✓ For any lots that are in a zoning district with a minimum site area of one acre or smaller, the minimum site area may be reduced up to 5 percent.
- ✓ For any lots that are in a zoning district with a minimum site area of more than one acre, the site area may be reduced up to 2 percent.

C. Application

Please describe the specific site development modification that you are requesting. Specific justification for the modification request must be included below in addition to providing an accurate site plan of the subject property (attach additional sheets if necessary).

Upon submittal of the above requested items, the County Zoning Inspector will review the application for compliance and completeness. If there are deficiencies, the Inspector shall notify the applicant.

D. Notice to Affected Property Owners

If the application is complete, a notice will be mailed to the surrounding property owners within 300 feet of the subject parcel. The notice shall contain a copy of the application and shall state that all comments concerning the proposed request must be forwarded to the Community Development Department, Planning Zoning & Building Safety in writing within 15 days from the date the notice was mailed.

E. Action on Application

Based upon staff comments and those from affected property owners, the County Zoning Inspector shall review the proposed development and requested modification(s) of the standard(s) and shall either approve, approve subject to conditions, or deny the application within 7 working days from the end of the 15-day comment period.

The Zoning Inspector shall use the following criteria to evaluate the proposal:

- ✓ The proposed modification will not violate any provisions of the Comprehensive Plan, area plans, duly adopted master plans or other provisions of the Zoning Regulations.
- ✓ The proposed modification will not substantially reduce the amount of privacy currently enjoyed by nearby property owners if the development were located as specified by the Cochise County Zoning Regulations.
- ✓ The proposed modification will not adversely impact traffic or traffic circulation, drainage, water conservation measures, sewage treatment systems and other such systems.
- ✓ The modification does not create a situation where the proposed use of the property will create a hazard or nuisance.

The Zoning Inspector shall, via certified mail, provide the applicant with a notice of disposition and written statement of the decision and reasons therefore, and any conditions of approval. Notice shall also be sent to the surrounding property owners within 300 feet of the site and shall include information on how to appeal the decision made by the Zoning Inspector and the appeal deadline.

F. Appeals

The decision of the County Zoning Inspector may be appealed to the Board of Adjustment in accordance with the provisions of Article 21 of the Cochise County Zoning Regulations.

G. Fees

Applications for a Lot Development Administrative Modification shall be accompanied by a fee of \$75 payable to the Cochise County Treasurer.

Applicant's Name _____

Address _____
Street Town State Zip code

Tax Parcel # _____

Signature _____ **Date** _____

For Departmental Use Only

1. Has a complete application form been submitted to include the specific modification requested, a detailed justification for the modification, an accurate site plan of the subject parcel and \$75 appeal fee? **Y or N.**
2. If yes, note date that complete application was accepted:_____ Initials:_____
3. Date that notice and application was mailed to surrounding property owners:_____
4. Date that comments are due back from surrounding property owners:_____
5. Date and decision of the Zoning Inspector:

6. Date that notice of the Zoning Inspector's decision was sent to applicant and to surrounding property owners:_____
7. Has an appeal of the Zoning Inspector decision been filed with the applicable Board of Adjustment? **Y or N.** If yes and appeal has been processed, list action of the Board of Adjustment:
